

MINUTES OF THE WINTERVILLE LIBRARY BOARD

April 13, 1998

Winterville, Georgia

The members of the board of the Winterville Library met in regular session Monday, April 13, 1998, at 7:00PM at the Library. In attendance were: Don Bower, Mary Quinn, Martha Beach, Laurie Tweedell, Laura Tambrello, Laura Carter, Branch Consultant, Athens Regional, Frances Lester, Librarian and Susie DeGrasse, our new Assistant Librarian.

Don Bower, President of the Board, called the meeting to order. Minutes of the January 12th, 1998 meeting were distributed to all members and were approved as amended to reflect that Don Bower's term of one year to fill the expired term of Marina Ford was extended to be a first year of a full 3 year term. A welcome was extended to Laura Tambrallo, new member of the Board.

Results of the Library survey: There were 29 responses. Most people like the local services they use. Many were not aware of the extended hours (open 5 days a week) made possible by the "DFCS Grant".

Report from Branch Consultant, Ms. Laura Carter:

New books from Gov. Zell Miller additional allotment money for public libraries, with the goal of encouraging more reading have provided Winterville with \$1,786 for adult and \$1786 for children's books. These books are for circulation and will be processed by Main for distribution as soon as possible. Technical Services has been inundated with the flood of new books for both main and branch libraries.

Winterville is scheduled to get Internet access via "Peachnet", but no specific date has been set. The telephone lines are to the outside of the library and electrical lines are in place. There is still a need for a suitable computer or if possible two. A suitable printer is also needed.

A behind the scenes Tour of ACC Main has been scheduled for May 27th at 3:45PM. Board members and anyone else interested to learn how books and other materials are processed for the library and distribution to the branch libraries. An invitation to Winterville City Council members will also be extended in writing.

Don Bower our Athens-Clarke Board Liaison, reported that the next regional meeting would be April 14th

Old Business:

Discussion was held regarding the need to anticipate the end of August when DFCS funds are likely to run out and what funds might be anticipated in the City budget. Additional funds will be required from the City to keep the Library open 5day a week with the current hours.

New Business:

Mary Quinn reported that the Friends of the Library Group is now incorporated and is working on fund raising plans. She also reminded everyone that The Friends have an open house planned for Sunday April 19th.

Used books for the book sale are being stored at the depot until the Marigold Festival. Volunteers were also requested for sorting and arranging the books for the book sale table at the Marigold Festival on June 27th.

A motion was made by Mary Quinn and seconded by Laurie Tweedell and passed unanimously to transfer any remaining funds from book sales and Friends of the Library Book Sale table to the Friends of the Library organization.

Librarian, Frances Lester reported that Wednesday has been the most popular day for the past quarter. She also reported that plans for the Summer Reading Club are BIG! The theme is Think BIG and features a dinosaurs. She also displayed the new dinosaur puppets that have been purchased for the Library. Frances also requested that the date and time for the open house be put on the Winterville Civitan Sign in front of the Depot.

The next Board meeting is scheduled for July 13th, 1998.

There being no further business, the meeting was adjourned

Respectfully submitted,

Martha S Beach

Martha Beach, Secretary

JY 6 '98

July 2, 1998

Memo

To: Winterville Library Board members

Fr: Don Bower

Re: Vision and budget request

You'll recall that, at our last meeting, we discussed where we are and where we want to be (library-wise) over the next few years. We decided to prepare a multi-year plan and to attach budget projections necessary for reaching these goals.

I have tried to summarize our decisions and to attach dollars to them on the attached pages. For your information, I used an annual salary increase of 8% for our librarian to help bring this position in line with salaries of other branch managers (benefits included). I also used increases in hours the library would be open of 4 hours per year, moving us from the current 25 hours per week to 40 hours per week.

Please review these categories and figures and let me know of any necessary revisions. I want to use this document as we make our budget request to the City of Winterville later this month. Their current annual contribution is \$6,700. We may not get all these increases, but at least we have a plan that justifies the request.

Feel free to e-mail me at dbower@uga.edu or phone me at work (542.7566) or home (742.7340). Thanks for all your help pulling this together.

c: Laura Carter

**WINTERVILLE LIBRARY
SURVEY RESULTS
February - March 1998**

These neon pink surveys were in boxes placed throughout the Winterville community in an effort to get input both from people who use the Library and those who may not use the Winterville Library and to increase awareness that there is a Library in Winterville. The locations for the boxes were Harris Pharmacy, Winterville Medical Center, the Golden Pantry, City Hall, and the Library. In addition to these locations, the Winterville Baptist Church put copies in their program one Sunday and again on Wednesday night; and the Winterville United Methodist Church published it in their program one Sunday.

Other sites we had targeted to leave a box included New Grove Church, the Family Worship Center, the Jehovah's Witness Church and the video store. We did not get them distributed to all these places.

The total number of surveys collected was 51. (Two were basically jokes) So 49 valid forms.

1. How satisfied are you with our books and other services?

Total who answered question	43	Percentage	87%
Extremely	16	Percentage	37%
Very	16	Percentage	37%
Satisfied	5	Percentage	11.6%
Somewhat	4	Percentage	9%
Not at all	2	Percentage	4.6%

Comments: E: They are really easy to find / None

V: It has a very comfortable atmosphere

Somewhat: Need larger selection of adult science fiction and fantasy fiction

Not at all: Not Good / Don't write rude letters

Didn't answer but commented: Story time on Wednesday morning is really good. / Have never been, but glad to know it's in Winterville if I need it. My child has been for Story time./ Never used it, just toured it during Marigold Festival.

Didn't track by first part answered: Do not use

2. How helpful is our staff?

Total who answered question	43	Percentage	87%
Extremely	24	Percentage	56%
Very	15	Percentage	34.8%
Helpful	1	Percentage	2%
Somewhat	2	Percentage	5%
Not at all	1	Percentage	2%

Comments: E: I'm a new card holder, but I am sure I'll use it a lot./ Just wow! / Very nice

Somewhat: Asked for a book on ? wiring and never got it.

3.	How easy is it to find what you need?			
	Total who answered question	40	Percentage	82%
	Extremely	13	Percentage	32.5%
	Very	9	Percentage	22.5%
	Easy	14	Percentage	35%
	Somewhat	3	Percentage	7.5%
	Not at all	1	Percentage	2.5%
4.	How often do you visit the library or call for information?			
	Total who answered question	38	Percentage	77.6%
	Never	3	Percentage	8%
	Weekly	13	Percentage	34%
	Monthly	8	Percentage	21%
	Four times a year	5	Percentage	13%
	Twice a year	4	Percentage	10.5%
	Once a year	1	Percentage	2.6%
	Biweekly	3	Percentage	8%
5.	How often do you ask a librarian for help?			
	Total who answered question	38	Percentage	77.6%
	Never	3	Percentage	8%
	Weekly	7	Percentage	18%
	Monthly	10	Percentage	26%
	Four times a year	9	Percentage	24%
	Twice a year	4	Percentage	10.5%
	Once a year	4	Percentage	10.5%
	When needed	1	Percentage	2.6%
6.	Are you			
	Total who answered question	46	Percentage	93.8%
	Under 18	5	Percentage	11%
	18 or older	25	Percentage	54%
	Elementary student	8	Percentage	17.4%
	Middle School Student	2	Percentage	4%
	High School Student	2	Percentage	4%
	College student	4	Percentage	8.7%
	College faculty or staff	1	Percentage	2%
	Other	14	Percentage	30%

(This won't total because some checked more than one answer.) One checked both Elementary Student and College faculty/staff.

7. What services do you value most? (Circle all that apply. This doesn't mean you always use them, just that they are important to you when you want/need them)

Total who answered question	44	Percentage	89.7%
Books	41	Percentage	93%
Videos	20	Percentage	45%
Large Print	4	Percentage	9%
Capability of returning overdues from other branches and paying fines	15	Percentage	34%
Access to materials and information from other libraries in the region	17	Percentage	38.6%
Story program (Wednesday morning)	7	Percentage	16%

8.(the second 7)

Would you use the library more regularly if it were open

Total who answered question	29	Percentage	59%
Saturday pm	12	Percentage	41%
weekday mornings	8	Percentage	27.5%
after 7pm weekdays	14	Percentage	48%
Comments but no answer	9	Percentage	31%

Comments on library hours:

I like them but need this [middle school student] (had marked sheet after 7pm weekdays and Saturday afternoon)

Hours to 7pm are helpful for after work - Usually use Main on Saturday

I work very irregular schedule so it would be difficult to say when I could visit

Glad they opened on Monday as well as T,W, Th.

Fine by me / They are fine/ I like them / Good / OK with me / Fine like they are

What are the hours? (wanted weekday mornings)

Very friendly

No

Open from 1-7 (Elementary student)

9.(formerly 8)

Please share your comments and suggestions on how we can improve our services to you

Total who answered question	15	Percentage	30.6%
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Thank you for being in our area. We do need you.

Your service is just fine the way it is.

I am happy the library is in Winterville as I live on Bob Godfrey Road.

I have indicated very good for quality of services. I can't think of any way to improve it.

Everything here is perfect.

No more charges to have book brought from one branch to another.

Order some skate magazines so that us skate kids would also have something to also read. Thank you.

I would like to get books from Athens Regional Library without having to drive into town.

No. Thanks. No Need to.

I love this library.

Post stuff about library on pay and stuff
Be able to order videos from other libraries

They are stupid

More videos. Video return outside library or slot for videos.

Possibly a program for senior citizens - videos, etc. Many are unable to drive to the theater and would participate in this program.

10. (formerly 9)

What library programs for adults or children would you attend? What day or time is most convenient? Please list on back of form.

Total who answered question 7

Percentage 14%

1 person circled adults (in question)

After school 2:20 pm

Summer video programs for kids

All except preschools (I don't understand this)

Night

Book discussion group

One person submitted the following:

How to use Internet/ WWW

Job opportunities for people over 50

Athens newspaper

Reference in general especially *Consumer Reports, Consumer Digest*

A copier

videos are fun

There were several people who had obviously had unpleasant experiences with the library; and unfortunately, we can't tell when or about what exactly. But, 74% rated books and services as either Extremely satisfactory or Very satisfactory with 11.6% saying these were Satisfactory and 13.6% being only somewhat satisfied or dissatisfied.

And 56% rated Library staff as Extremely helpful, 34.8% as Very helpful for a total of 90.8% that are happy with our staff and the service they provide. Most found materials easy to locate and 63% use the library at least monthly. The majority of the people who answered this survey were adults 59%. 93% value books most with videos being second at 45%. More than one third value the access to other materials in the region and the convenience of dealing with overdues, returning materials, etc.

As to hours, 41% expressed a wish to have the library open on Saturday afternoon and 48% would like to see it open later than 7pm in the evenings.

We got good input as to additional services people would like or programs people might attend. We also learned that some people are not aware of the services the library offers.

MINUTES OF THE WINTERVILLE LIBRARY BOARD

corrected copy
July 28, 1998
Winterville, Georgia

The members of the board of the Winterville Library met Tuesday, July 28th 1998, at 7:30PM at the Library.. The regular quarterly meeting scheduled for July 13th was postponed due to the Civitan Forum to meet the Mayoral Candidates. In attendance were: Don Bower, Mary Quinn, Martha Beach, Laurie Tweedell, Sarah Brantley, Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian. Board member Laura Tambrello was out of town and excused.

Don Bower, President of the Board, called the meeting to order. Minutes of the April 13th, 1998 meeting were not available for the meeting and will be presented at the October meeting.

The telephone lines are available for up to 6 lines. The City should put in an installation order and pay the installation bill. The City currently pays for the Dynex and regular telephone lines.

Two new Compac Computers and one printer have been provided by "Peachnet" funds. An older 486 computer and printer were also provide by Athens Regional Main Library. Mary Quinn has also donated an other 486 computer that needs some repair.

Athens Regional has provided a copier on loan that became available when the Madison County Learning Center in Comer was disbanded. We do not have a time schedule when the old copier in City Hall will be available as they are still studying the choice of a new copier.

The used steel, adjustable shelving has been picked up and delivered to Winterville. We are now waiting for Public Works to have time to dismantle the current wooden shelves. The walls will need repainting when the old shelves are removed. It was suggest that some of the funds from the Marigold Festival could used for this renovation.

Frances Lester reported that the THINK BIG - READ, summer reading club is being well attended. 70 children are signed up and participation is up 10% so far from last year. The children are using and enjoying the puppet theater and new puppets.

Susie DeGrasse, the assistant Librarian, is currently being paid through the "DFCS Grant" funds. The City will need to add the salary for the Assistant Librarian to the Library budget if we are to be able to keep the Library open for the extra hours that have been available under the grant. There will be additional interest in extended hours once the Internet Access is up and running. The Board members discussed employee policy and feel that the Librarian should be a City employee with basic benefits as the Library is an asset to the City.

New Business:

Mary Quinn reported that the Friends of the Library Group Library Open House was rained out on April 19th. It will be rescheduled for Sunday afternoon Sept. 27th, from 2:00 - 4:00 PM. Bookmarks will be made to distribute to the schools with the date of the Open House and Library hours.

Ron Weatherbee, President of the Friends of the Library has resigned due to other commitments. Donna Tate will take over the Presidency and will be the one to mail notice of Friends Meeting cards.

The Friends book sale table at the Marigold Festival made \$360.00. This was largely due to the hard work of those who sorted, displayed and sold the books. The location of the tables, near the fountain was definitely a big help too.

Following a discussion of the Vision and Budget Plan 1999 - 2002, prepared by Don Bower, members of the Board agreed that although the plans were ambitious, they could be worked out with cooperation from the City Council, Friends of the Library, and individual and corporate support.

There being no further business, the meeting was adjourned and those present went to the City Council Budget hearings to present the proposed budget for the Library.

Respectfully submitted,

Martha Beach, Secretary

MINUTES OF THE WINTERVILLE LIBRARY BOARD

October 12, 1998

Winterville, Georgia

The members of the board of the Winterville Library met Tuesday, October 12th 1998, at 7:30PM at the Library for the regular quarterly meeting. In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian. Board member Mary Quinn was out of town and excused. Board members Sarah Brantley, and Laura Tambrello were absent. Councilman Donny Seagraves was also present.

The minutes of the April 13th, 1998 meeting were approved as read with the correction of the spelling of Marina Ford. The Minutes of the July 28th meeting will be presented at the next meeting.

Although a quorum of the board was not present Don Bower, President of the Board, called the meeting to order to hear Donny Seagraves explain the purpose of House Bill #489 which prohibits duplication of community services. The Athens-Clarke County government and City representatives of Winterville and the Bogart community have been meeting monthly to determine which services are required, currently duplicated or which may be "enhanced" by the will of local citizens and financed by local taxes. The Winterville Library is a branch of the Athens Regional Library and therefore receives basic services from Athens-Clarke County. Winterville is responsible for paying for Library utilities and portions of the library staff salaries. If citizens are willing to pay for "enhanced" services through local taxes, they would not be considered duplicated.

Laura Carter explained that the new telephone lines have been connected to the building and have been paid for since March by Main although they are not yet, due to a communications gap, connected to the computers. Frances will contact Barbara at City Hall to have the inside lines connected. It was the opinion of those present that this could be done by the City Maintenance Department. When the lines are in place, Laura will schedule the computer operations team to get the computers hooked up. She also explained that there will be a splitter jack that will allow two computers access to the Internet at the same time on the one line. Laura also suggested that the Board request the City Council to transfer the current (2) telephone lines to Athens Regional Library account to take advantage of the new educational reduced telephone rates since the Athens-Clarke County Library will qualify for the new educational or e-rate and the City will not. The City currently pays for the Dynex and regular telephone lines This could reduce the telephone costs up to 70%. The A/C library would pay the telephone bills and then bill the City for Winterville Library's share.

Those present also discussed having a "Tour of the Internet" program for City Council, once the system is up and running. Susie De Grasse, the Assistant Librarian has had some training at Main on the use of the Internet. Main is also scheduling workshops to train volunteers to train others in the use of the Internet.

The Board, with a telephone vote from Sarah Brantley who could not be present, voted to continue Susie DeGrasse, as the Assistant Librarian and to increase her salary to the same as she is being paid by Athens Clarke County (\$5.60/hour) starting Oct. 1, 1998 through December 31, 1999. She is currently paid \$5.50 by Winterville. The funds to come from the balance the "DFCS Grant" funds.

Four high quality, adjustable office chairs for the computer center have been purchased through the Main Library (thus saving on sales taxes). These chairs are being paid for by the Marigold Festival Committee. A letter is to be sent to the Marigold Festival Committee to thank them for their generous gift.

There was some discussion of the proposed endowment fund. Since Mary Quinn was not present and it is still unclear how this endowment fund should be developed and administered, those present decided to postpone further discussion until the next meeting.

Because the Board must make several important decisions regarding the Endowment, Library hours and nominations for Board officers that require a quorum, Don Bower requested that a special called meeting be held Oct. 27th at 7:00PM .

There being no further business, the meeting was adjourned.

Respectfully submitted,



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